

**Workforce Investment Act Eligible Training Program**

Provider Name: 911Programs Inc

Contract #:5050-28

Address: 175 Metro Center Blvd Unit 1
Warwick, RI 02886

Address if program is held at a another site:

Program Name: Certified Billing and Coding Specialist

Office use only: ONET CODE 43-6013 & 43-3011

CONTACT INFORMATIONProgram Contact Person:
Valerie Howe

Phone: 401-773-7716

Email: valerie@911Programs.com

Fax: 401-789-5487

Website: www.911Programs.com**Course Outline/Topics to be Covered**

This 16 week Program includes training in Infection Control, Basic Human Anatomy & Physiology, Medical Terminology, Legal issues, Communication, & Documentation. During the Core Curriculum, students learn about the Medical Coding & Billing profession, basic concepts of medical coding and billing, appointment scheduling, medical office accounting procedures, reports in the medical office, as well as ICD-9/ICD-10 and CPT coding. Upon completion of the didactic portion, students sit for the National Healthcareer Association Certification Examination which is the course ending final examinations.. May include externship upon successful NHA testing.

Required academic grade levels to enter program

Reading Grade Level 8th

Math Grade Level 6th

English Proficiency Must be able to read, write, and speak English Fluently

Required to enter training program

Physical ☐ Yes ☐ No
 Vaccinations ☐ Yes ☐ No
 Drug test ☐ Yes ☐ No
 BCI ☒ Yes ☐ No
 License ☐ Yes ☐ No
 Tools ☐ Yes ☐ No
 Experience ☐ Yes ☐ No
 Other : High School Diploma / GED

MAY be required for employment

Physical ☒ Yes ☐ No
 Vaccinations ☒ Yes ☐ No
 Drug test ☒ Yes ☐ No
 BCI ☒ Yes ☐ No
 Certification ☒ Yes ☐ No
 License ☐ Yes ☐ No
 Tools ☐ Yes ☐ No
 Experience ☐ Yes ☐ No
 Other :

Participants will be qualified to seek employment in the following occupations:

- 1) Billing and Account Mgr
- 2) Health InformationTechniciar
- 3) Medical Office Assistant
- 4) Medical Secretary

Is this program Pell grant eligible?☐ Yes☒ No**PROGRAM COSTS:****TUITION INCLUDES:**

Tuition \$3,900.00
 Fees \$50.00
 Books incl
 Licensing \$115.00
 Certificate fees incl
 Other, provide explanation
 Student Liability \$20.00
 Uniform \$35.00
 Fee: Application fee

Total Tuition Cost \$4,120.00**These are expenses that MAY be reimbursed after successful completion of training.**

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Licensing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Tools	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Uniforms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Travel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Miscellaneous	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	\$5.00

Total \$5.00**Participant is responsible for :**

Prerequisites
 Memberships

Cost above tuition cap \$0.00**Expenses that MAY be reimbursed \$5.00****Total \$5.00****Maximum ITA Responsibility (Max. \$5500)****\$4,120.00****PROGRAM LENGTH**Weeks and Hours
and**Additional Information**

Classes are held on Monday, Tuesday, Thursday evenings from 6p to 9p for 16 weeks.

What type of certificate will be awarded and by whom?

Graduates receive certificates from the Program and the NHA